

FAST-FILE IN FIVE



ELECTRONICALLY FILE YOUR:

- SALES AND USE TAX RETURN
- ROOM OCCUPANCY RETURN
- BUSINESS ENTITY TAX RETURN
- ESTIMATED CORPORATION BUSINESS TAX
- WITHHOLDING COUPON PAYMENTS (PAYROLL AND NONPAYROLL)
- WITHHOLDING RECONCILIATIONS (PAYROLL AND NONPAYROLL)

Log In • Key In • Pay • Sign • Confirm

Step 1: Log In

Enter your ten-digit Connecticut tax registration number and your Personal Identification Number (PIN). If you are using *Fast-File* for the first time, your PIN is the five-digit ZIP code for your mailing address. You will be prompted to create your own five to eight-digit PIN. Choose the business tax return you wish to *Fast-File* and the appropriate filing period.

Step 2: Key In

Follow the instructions for that return. *Fast-File* prompts you to enter required information and performs some calculations for you. Before accessing *Fast-File*, you may want to use your paper return as a worksheet.

Step 3: Pay

If you owe tax, you must pay electronically (direct payment or Electronic Funds Transfer (EFT)). The first time you *Fast-File*, you will be asked to provide the bank routing transit number and your bank account number (sample check below), and indicate the type of account.

Name of Depositor	Date _____	No. 101
Street Address		
City, State, Zip Code		
Pay to the _____	\$ _____	
Name of your Bank		
Street Address		
092125789	091 025 025413	
↑ Routing	↑ Account	

You may elect to have the amount due withdrawn from your bank account at a future date, but no later than the due date of the return. You will be prompted to enter the date you want to transfer the payment from your account to the Department of Revenue Services (DRS). **Those taxpayers required to make payment electronically must initiate payment prior to 4:30 p.m. eastern time on the last banking day before the due date.**

Taxpayers registered for EFT with DRS may also continue to use that payment option. Follow the usual procedures for initiating an EFT payment.

Step 4: Sign

Fast-File will prompt you to “sign” your return by entering your PIN. This becomes the legal signature for your return.

Step 5: Confirm

Fast-File provides you with a nine-digit confirmation number. Once you receive this number, your return is filed.

When you *Fast-File* on-line, you are given the option to print a copy of your return, which includes your confirmation number. Keep your completed Connecticut business tax return(s) and any worksheets or other documentation with your records. **Do not mail the return or any attachments to DRS.**

Reminders:

- After you receive a confirmation number for your tax return, you have the option to file another return by selecting the *Return to Main Menu* button or the *Exit* button to end your session.
- If your computer is idle for 20 minutes or more, your session will time-out and you will lose all of your information.
- Use the navigation buttons at the bottom of the form to navigate through *Fast-File*. Do not use the *Back* or *Forward* buttons on your Web browser toolbar. If you use either of these buttons, your information will be lost and you will have to begin again.

Access *Fast-File* by the Internet at www.ct.gov/DRS and click on *File/Register OnLine*. For additional tax assistance, call DRS at **1-800-382-9463** (in-state) or **860-297-5962** (from anywhere).